Zeiglographia

or

A New art of Short-writing never before published.

More easie, exact, short, and speedie than any, here to fore Invented & composed

By

THOMAS SHELTON

Author and teacher of ye said art

Allowed by Authoritie

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1654

TO THE

SUPREAM AUTHORITY

OF

ENGLAND,

Thomas Shelton

Wisheth heavenly Grace and earthly Glory.

Right Honourable,

IT *is a saying of* Solomon, There is no new thing under the Sun, but that which now is hath been: *I der believe it hath a truth concerning this very Art of* Charactery, *which though it were not so exact formerly, yet hath run along through all Ages. There seemeth to be a hint of it in the placing of the Vowels in the writing of the* Hebrew. *It is reported of some of the Fathers in ancient time, that they Preached every day, as* Chrysostome *by name, to the people of* Antioch,

ech, whose Homilies are yet extant, which could hardly have been transcribed so fast, without some help this way. I have seen a Book almost as ancient as printing, and in the frontispiece printed, This was taken by characters. Within this last Century of years, divers men have published several methods of Short-writing, as Mr. Bale, Dr. Bright, John and Edmond Willis, Will: Labourer, and others: And above thirty years since I endeavoured my self to do something that way, and composed a Book with the best skill I then had, which by Gods blessing proved beneficial to many.

But hearing divers complain of some difficulty in my former Rules, and finding my self by long experience and practice, it was something short of perfection, though generally accounted more exact than any of the former: I have now at the request of many, by Gods assistance, after long study and pains, composed a new Art more compendious and exact, (I am certain) than any that was yet brought to light: and so easie, that an ordinary capacity (by Gods blessing) may be able in two hours learning to write any Chapter in the Bible, and to give an account of every word.

How useful such an Art may prove, may be guessed by the blessing of God bestowed upon my weak

meek endeavours in the former, whereby many thousands by learning and using it have reaped profit and comfort: whereby also the memory of many worthy Divines, is perpetuated to posterity, in their works, by this Art taken, and published; which else had perished with the breath that utter'd them. And whereby likewise many gentlemen and marchants, and others in forreign parts have with freedome used bibles and Testaments written in this Art without fear of bloody inquisitors.

Doctor *Preston*, Doctor *Sibs*, Doctor *Day*, and divers others.

And should the revolution of times bring forth such as the Marian *dayes (which God avert) when one small Epistle of the New Testament was at the rate of five pounds, and one Chapter sold for a load of* Hay, *how precious then notes of wholsome Divinity (taken in this Art, now in this* Harvest of the Gospel) *would be, both those that should have, & those that should want them would know, though in a different manner: they would prove like the Jews* manna *on the Sabath, when there was none to be gathered abroad. My desire is, that my pains herein may prove instrumental for the good of many. I make bold to present it to your Honours (as that poor Persian,*

his

his handful of water to his King) having an better Gift, humbly craving your honours favourable construction and protection of it; and as in duty I stand bound, so by Gods grace I shall continually pray for your Honours happiness, and acknowledge myself

Your Honours

Humble Servant

THO: SHELTON.

TO

TO THE READER.

Reader;

I Do here present thee with a *New Art of Short Writing*, that was never before published; and indeed it was my purpose that this Child should not have been born till the Parent had been dead, but it being the abstract of more than thirty years study and practice in this Art, I hope it will not be accounted an untimely birth, to come forth now, especially being in a manner enforced.

First, By the importunity of many, who conceiving some difficulty in my former Book (which was as easie as I could then make it) desired me to take some pains to invent a more facile way.

Secondly, By the injurious dealing of some, who without any right to it, for their own sinister ends, Printed many thousands of my former (though very erroniously) without my consent or knowledge, to the great abuse of those who desired to learn by them, and with no small damage to my self.

Thirdly, To encourage the meanest capacities to the study of this Art, this present new Book having this to say for it self (and that truly) that it surpasseth all former ways of Charactery yet extant,

in { Easinesse, Speed, Plainnesse,

TO THE READER.

First, In easinesse in Learning, this New Art being totally derived from the twenty four Letters, without charging the memory with many strange Characters, either *Symbolicals*, *Defectives*, or *Collaterals*, as some have called their Rules, whose terms are as ambiguous to ordinary Capacities, as the characters that stand for them. Nay, I have not in this Art made use of so much as one *Romane* or *Secretary* Letter, except in the Alphabet; so that those that can write no other Hand at all may easily attain to this.

Secondly, For the Speed in writing, I have indeavour'd so to frame the letters to fit each with other, that he that seriously shall peruse this Book, shall find that none could be composed to more advantage for Speed.

Thirdly, For the plainnesse in reading of it (the whole Art being derived from the very Letters, and yet each Character apparently distinguished from other) it is impossible there should be any difficulty that way. I say no more, but commend it to thy endeavour, and Gods blessing upon it.

From my Hauste in the Poultrey, near the Church. } THO: SHELTON.

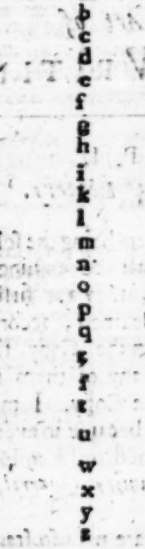
A New Art of SHORT WRITING.

CHAP. I.
Of the 24 Letters.

THE 24 Letters being the sole foundation of all the ensuing Rules in this Art, they are first to be perfectly learned, according to their forms set down in the Copy, that you may be able to make any of them readily, without looking on the Copy. I make but one Character for *qu*, because in every word where *q* is used, immediately *u* followeth it, as in *Question*, *Quantity*, *Quarrel*, *Queen*, and the like.

All the 24 Letters are now so framed, as that you need not take off the Pen to the making of any one of them.

The four and twenty Letters.



CHAP. II.

Of the double Consonants.

HAving perfectly learned the former Letters, you may proceed to the next Rule concerning double Consonants.

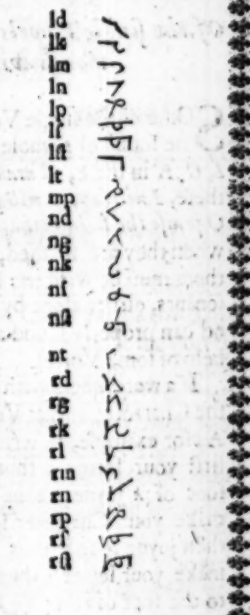
All the 24 Letters, except the 5 Vowels, are usually called Consonants, because of their aptnesse or fitnesse in the pronouncing and sounding of words; and these are called double Consonants, because there are two of them at the least joyned together. The former row are such as usually come in the beginning of words, the latter row in the middle, or ending of words.

These double Consonants are every one of them made out of the former letters joyned together; concerning the making whereof, you may take notice, that still the second letter is to be joyn'd where you end the former. As for Example, to write the first of them, which is *bl*, the Character for *b* alone is thus (∩) the Character for *l* alone is thus (—) when they are to be joyned together, draw the Character of *l* from the

foot of *b* thus ( ) To write the second, which is *br*, write *b* as before ( ) and then make *r* cut of the side of *b* thus ( ) To write the next, which is *ch*, make *c* which alone is thus ( ) and *h* alone thus ( ) when they come together joyne *h* to *c* thus ( ) *cl* thus ( ) *cr* thus ( ) and so of the rest, as you may perceive in perusing the Copy of the Double Consonants.

These double Consonants are no charge at all to Memory, being only the Letters of the Alphabet joyned together; therefore after once or twice writing them over, you will be able to make any of them without looking on the Copy.

Double Consonants: To begin and end words.



CHAP.

CHAP. III.

Of the single Vowels, and how to write words with them.

SOme of the single Vowels have sometime the sound of a whole word in them, as *A I, O*; A in these, *A man, a house*, &c. I in these, *I will say, I will go*, &c. O in these, *O praise the Lord, O that it might*, & such like; when they are so used, the Characters for them must be written: But none of the Consonants, either alone by themselves, or joyned can properly sound any word without the help of some Vowel,

If a word begin with any of the 5 Vowels, the Character of that Vowel must be written: As for example, to write the word *At*, write first your letter *a* thus (ᐸ) then at the foot of *a* joyne *t* thus (ᐊ) To write *Eb*, make your Character for *e* thus (e) and then joyne *b* to it thus (ᘓ) To write *In*, make your letter *i* thus (ᒥ) then joyne *n* to the foot of *i* thus (ᒥ)

As

As in these,

All Odd

Erre Us

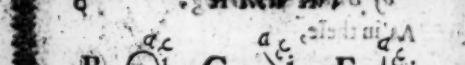
If ,

and such like.

CHAP. IV.

Of the Places of the Vowels.

WHatsoever Letter it is that beginneth a word, the Character of that Letter must be expressed, whether it be Vowell or Consonant. When a Consonant, or Consonants begin a word, their Characters must be written: but the Vowel, or Vowels that follow are not to be expressed by their proper Characters, but are to be understood by certain places assigned them about the Consonants, which places are five, according to the number of the Vowels, and are disposed as you may see by these following *examples*.



The places of the Vowels are constantly about any of the Letters, as you see them stand about these.

The place of the first Vowel, which is A is evermore just over the head of any Letter, thus ;

The place of E is even with the upper part of the Letter towards the right hand, thus ,

The place of I just against the middle of any Letter, on the right hand, thus '

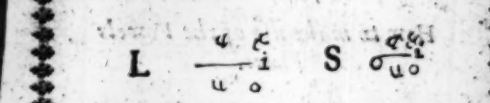
The place of O even with the foot of any Letter towards the right hand, thus ,

The place of U just underneath any Letter, thus ,

Some have observed several places of Vowels behind other Letters, but it hath proved a great hinderance both to speed in writing, and readinesse in reading what hath been so written.

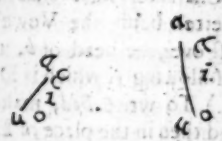
There may be some seeming difficulty in placing the five Vowels against those Characters that lye flat, or that go on even in the line,

line, as about L and S, which difficulty is easily removed, as you may see by the Vowels placed about those Letters.



Where you see the place of A is still over the middle of the Letter; the place of U just against it under the Letter; the place of E a little higher than the upper corner; the place of O a little beneath the lower corner; the place of I just against the middle of it.

About Characters that are made with slope strokes, as N and D, they are to be placed thus:



About any of the rest of the Letters, the places of the Vowels are easily observed.

CHAP.

CHAP. V.

How to make use of the Vowels Places.

WHen any Consonant beginneth a word, the Character of that Consonant must be written (as I said before) and if a Vowel next follow, take off the Pen (as you must alwayes doe when you come at a Vowel) and in the place of that Vowel, write the Letter, or Letters that follow the Vowel, disjoyned from the first Consonant in the Vowels roome: As for example, to write the word *bad*, first write the Character for *b* thus (∩) then the next Letter being the Vowel A, whose place is just over the head of *b*, there write the letter following A which is D, disjoyned, thus (⌒) To write *Bed*, make your *b* as before, and then in the place of E which is even with the upper corner of B, write D, disjoyned, thus (⌒) To write *Bid*, write *b*, and in the place of *i*, which is just against the middle of B, set D disjoyned, thus (⌒) *Bod* thus,

thus (⌒) *Bud* thus, (⌒) as also in these,

Ball		Nat	
Bell		Net	
Bill		Nit	
Boll		Not	
Bull		Nut	

and the like.

If two or three Consonants come together they must be all joyned together without taking off the Pen, whether it be in the beginning, middle, or ending of words.

In the beginning of words, as for example, to write the word *blame*, bl must be joyned thus (⌒) as you find them in the Copy of the *Double Consonants*; then in the place of A write M disjoyned, thus (⌒) To write *shall*, sh must be joyned thus (⌒) then in the place of A write L, thus (⌒) To write *flit*, joyne fl thus (⌒) then in the place of I write T thus (⌒) as in these following,

Brass,

Brass		What	
Speak		Knit	
Shun		Small	

In the middle of a word, as in these,

Warlike		Warden	
Burden		Patron	

and the like.

Or in the end of a word, as in these,

Dearth	
Wealth	
Word	
Warme	

and the like.

When two Consonants of one kind come together,

together, as bb cc dd ff ll, or the like, if no Vowel come between, one of them may be omitted, as

for	Commit Affirm Bullet	write	Comit Afirm Bullet

as you shall find in *Chap. ult.*

When any word endeth with a Vowel, which maketh a Syllable, that Vowel is understood by a prick or period made in the place of it; as for example, to write the word *We*, make your Character for *w* which is thus (( ) and then make a tittle in the place of E, thus (( ) To write *So*, make S thus (σ) and then set a prick in the place of O, thus (σ)

As in these.

May
Be
Die
Lo
Du

and the like.

When Y cometh in the end of a word, write not the Character of Y, but set a prick or period in that Vowels place where Y is sounded,

founded, which is somtimes the place of A, as in these,

Nay /
Pay /·
Lay –

Or in the place of I, as in these,

By ∩·
Cry >·
Why b·

and the like.

CHAP. VI.

Of Dipthongs, or Double Vowels.

I Assigne no places for Dipthongs, though some observe more places for them than for the single Vowels: which besides the inconveniences in writing hath utterly disabl'd many from reading what they have so written, it being not possible to observe 12 or 14 severall places exactly about a small Character: For the avoyding of which inconvenience

ence, I observe only the five places of the single Vowels, and no more.

If any demand how them words shall be written, wherein two or three Vowels come together?

I answer, First, if two Vowels come together in the beginning of a word, for the most part one of them is so lightly sounded, that it may be omitted; as in these.

for	Eagle	may be written	Egle
	Aire		Are
	Eare		Ere

But if there come two Vowels in the beginning of a word, that must of necessity both be sounded, then write the character of the first Vowel, and in the place of the second Vowel, set the following Consonant: As to write the word *out*, make your Character for O, which is the former Vowel, thus (∪) then in the place of V, which is the latter Vowel, write T, thus (∪̣) To write *Oile*, make O as before, and then in the place of I set L, thus (∪-) As in these,

Our

Our
Oar
Aime

and such like.

Secondly, if two Vowels come together in the middle of a word; that is to say, when some other Letters goe before, then observe these Rules.

First, As I said before of two Vowels beginning a word, so here oft times one of them doth principally sound the word, and then the other may be spared; as in these,

For { Deal, Either, Feofee, Guilt } write { Dil: Ether Fefee Gilt }

Againe, if two Vowels come together in the middle of a word, and the sound of neither of them can be spared (as alwayes when the first Vowel belongeth to one Syllable, and the Second to another, they must both of necessity be sounded), then leave out the first Vowel, and write the Character of the second Vowel in the place of the first; as for example,

example, to write *Dog*, write D which is thus ( ) and then leave out the first Vowel, which is O, and in the place of O write the Character of the latter Vowel, which is E, thus ( ) and then joyn G to E, thus ( ) To write *Feel*, make the Character for L, which is thus ( ) the next Vowel being O, leave it out, and in the place of O write the Character of the latter Vowel, which is E, thus ( ) and then joyn L to E, thus ( ) As in these,

Dial
Ruine
Bias

and the like.

Or else thus. When two Vowels come in the middle of a word, and the sound of neither can be spared; then when you come at the former Vowel make a prick or period in the place of it, and in the place of the latter Vowel write the Character for the Consonant or Consonants that follow: As for example, to write *Quite*, make first the Character for *qu* which is thus ( ) then the

former Vowel being I, set a tittle in the place of it, thus ( ) then leave out E, which is the latter Vowel, and set T dis-joyned in the place of it, thus ( ) To write *Post*, make your Character for P, which is thus ( ) then make a tittle in the place of O the former Vowel, thus ( ) and set T dis-joyned in the place of E which is the latter Vowel, thus ( ) As in these,

Sion
Giant
Riot

and such like.

CHAP. VII.

Of J and V Consonant.

THe Letters I and U are sometimes Vowels, and sometimes Consonants; to know when they are so, take these directions.

I, is alwayes a Vowel, when it goeth immediately

mediately before any Consonant, and hath its own proper sound, as in these,

Fire
Shire
Tire and the like.

And how to use it when it is a Vowel, you have directions before in *Chap.* 4, and 5.

I, is alwayes a Consonant in the beginning of a word; when either another I, or any other Vowel follow immediately after it, as in these,

Jest
Juyce
James
Jew and the like.

Also in the middle of a word, it is alwayes a Consonant when a Vowel cometh next after it in the same Syllable, as in these words,

Project
Subject
Rejoyce, and such like.

I, when it is a Consonant it hath the sound of G, as you may see by the former examples.

The Letter V is a Vowel when it hath its own proper sound, as in these,

Sure
Pure
Usurp and the like.

But alway when it cometh before another Vowel in the same Syllable, and is sounded like f, but somewhat softer, it is a Consonant, as in these,

Vigour
Vial
Vessel
Voyce, and the like.

Whensoever V is pronounced with the joyning of the upper teeth and the lower lip together, it is a Consonant.

When I and V are Consonants, and are thus sounded, they must be expressed by their proper Characters, as the rest of the Consonants, whether it be in the beginning, middle, or end of words.

CHAP.

CHAP. VIII.

Of Prepositions and Terminations to begin and end long words.

Prepositions and terminations for long words

Ab	b	Able	bl
circum	rm	ation	cn
com	km	cittie	ct
		ceive	el
con	kn	fect	kf
		ference	fe
		fication	fi
		fulneſſe	fs
		ject	mr
		ing	od
		lity	li
		ment	mn
per	p	neſs	nm
sub	bs	ous	oo
		ſent	fn
		ſerve	ſe
		ſion	ſm
		ſoever	ſo
		ternal	te
		ther	th
		tent	tn
		ver	vd

The principal end of this Art, being to write much in little time and roome, therefore (although the former Rules are sufficient to expresse any word in any language, yet) for a better help to speed and exactnesse in the Art, I have made use (though but of few) of some Prepositions and Terminations for longer words that are most common in use.

And herein I shall save the learner a great deale of paines; for whereas in my former Book, the Prepositions and Terminations, as they were more in number, so they were more difficult to be learned, being meer marks that had little or no relation to the Letters: Now in this new way, I have framed every preposition and termination out of the very letters themselves, so that with very little labour they will be learned: And that the learner may understand how they be all made out of the four and twenty Letters, I have set against the Characters, the Letters of which they are composed. As for example, the preposition *ab*, is is the Character B with a tittle in the middest of P. *Circum* is *rm* joyned together, *Com* is made of K and M. *Con* of K and N, and so of the rest, as you may see in the Copy.

CHAP.

CHAP. IX.

How to make use of the Prepositions and Terminations.

THe same Rules are to be observed in using the Prepositions and Terminations for longer words, that are formerly set down concerning words of one or two Syllables.

First, if a word begin with any of the prepositions, the Character for that preposition must be set down; if a Consonant follow next, it must be joyned to it without taking off the Pen; and then when you come at a Vowel take off the Pen, and set the letter or letters that follow the Vowel, dis-joyned in the Vowels room: As for example, to write the word *Consume*; make the Character for *Con*, which is thus (ç) the next letter S being a Consonant, it must be joyned to *Con*, thus ( ) and then in the place of the following Vowel, which is U, write M dis-joyned, thus ( ) To write *Condemne*, write *Con* as before, joyne D to the end of it, thus ( ) then write M, in the place of E, thus ( ) To write *Sublime*, make your Cha-

racter for *Sub*, which is thus ( ) joyne L, thus ( ) then write M disjoyned in the place of L thus ( ) As in these,

Forbid		Fortune	
Translate		Contemne	

and the like.

Secondly, if one of the prepositions come to begin a word, and a Vowel come next after it; write down the mark for the preposition, and then take off the Pen, and write in the place of the Vowel that which followeth, whether it be a letter or a termination: As in these,

Correct		Commission	
Colledg		Suffer	

and the like.

Thirdly, if two of the Marks, that is to say, a Preposition and a Termination, do make up a whole word, and no Vowel come between them, they are both to be joyned together without taking off the Pen: As for example, to write *Consent*, write your marke for *Con*, thus ( ) then joyne your Termination for *sent* to it, thus ( ) To write *Circumference*, write the preposition for *Circum*,

cum, which is thus (♄) then joyn the termination for *ference*, thus (♄) As in these,

Project

Conserve

and the like.

If the word you are to write, have a mark to begin it, and none to end it, then you must make up the latter part of the word with the letters: As to write *Commend*, there is a marke for *Com* to begin it, which is thus (ς) but having no marke among the Terminations to end it, you must have recourse to the letters, and set *nd* in the place of E, thus (ς<) To write *Constrain*, you have a marke for *Con* to begin it with, which is thus (ς) but having no mark to end it with, you must make it up with the Letters; therefore joyne *st* to *Con*, thus (ς) and then set N in the place of A disjoyned, thus (ς) As in these,

Abstaine

Abstaine

Commit

Courage

and the like.

If you be to write a word that hath a termination to end it, and no Preposition to begin it, then you must begin it with the Letters. As for example, to write *Lament*, you have never a preposition for *la*, therefore write the letter L thus (—) and then in the place of A set the termination for *ment*, thus (⌒) To write *Father*, make F thus (⌒) in the place of A set the termination for *ther*, thus (⌒) As in these,

Motion

Never

Durable

CHAP.

CHAP. X.

Further Directions for the making the Prepositions and Terminations, and for placing the Vowels in longer words.

FIrst, Those letters or prepositions that are to begin words, make them so, as that you take not off the pen till you come at a Vowel: And write your Characters that begin words, so that you may end them towards the right hand (if it may be) that you may more readily joyn what letters shall follow.

Secondly, when a letter or mark is to be joyned to that which went before, joyne it to that part where you ended the former letter.

Thirdly, in longer words, the Vowels are to be placed about the letter you last wrote, if the word be such as goeth forward in the line towards the right hand: As for example to write the word *Collect*; First write your Character for *Coll*, which is thus (⊂—) then set C disjoyned in the place of E to the latter

part

part of *Cell* thus ( ) not to the former part of it, thus ( ) To write *Submit*, make *sub*, thus ( ) joyne M, thus ( ) then set T disjoyned in the place of I to the last former M, thus ( ) not to the marke for *sub*, thus ( )

Fourthly, when a Termination, or ending of a word hath a Vowel for the first letter of it, *able, ation, ing, ous*, &c. are commonly to be joyned to the letter or mark going before. As in these,

Notable
Vocation
Thing

and the like.

Unlesse there come another Vowel immediately before the Termination, and then set the Termination disjoyned in that Vowels roome: As in these,

Pliable
Going
Saying
Pious

and such like.

CHAP.

CHAP. XI.

Of the different use of Characters that resemble one another.

YOu shall sometimes find the same Characters stand for two, or it may be three several things: As for example, the same which is *Rm*, standeth also for *Circum*, and likewise for the word *Remember*. But the different use maketh it easie: When it standeth for *Rm* as in the double Consonants, it alway cometh in the middle or end of a word, and can never be in the beginning. When it standeth for *Circum*, it is alway in the beginning of a word, but can never come to end a word; when it standeth for the word *Remember*, it is alwayes alone by it self without addition of any other letter. So the same Character for *Kl*, standeth in the prepositions for *Coll*, and in the words of the Table for *Call*: but may easily be distinguished, as before. For *Kl* cannot come together to begin a word, *Coll* is ordinarily the beginning, and *Call* is a word by it self: And so you may conceive of the rest.

rest. And this is so far from proving inconvenient, that it is a great helpe; for by remembring any one thing the Character standeth for, the rest are easily brought to mind.

CHAP. XII.

Of using Prepositions for Terminations, and Terminations for Prepositions.

IF any of the Terminations come in the beginning of a word, or any of the prepositions may serve to end a word, you may make use of the Characters for either: As for example, the Character for *Sent* may sometimes be used as a preposition, and sometime as a Termination; and so the Characters for *per* and *serve*, and others: As in these,

Sentence		Permit	
Consent		Keeper	
Transfiate		Service	
Entrance		Conserve	

and the like.

In

In all which you may observe that the preposition is the first word, is the termination in the second.

CHAP. XIII.

Of Marks for the Names of the Books in the Old and New Testament.

THough it be little trouble to write the Names of all the Books in the Bible by this Art by Rule, without abbreviation; yet because some have desired it, I have contracted them somwhat shorter, yet every one is made out of the very Letters, as you may see if you peruse them; the Letters out of which each Mark is made, being set just over against it: There are four Books, to wit, *Kings*, *Luke*, *John*, *Jude*, that I have set no Marks for, because being but each of one Syllable, they are easily expresst by the ordinary rule.

Marks

Marks for the Names of the Books in the Bible.

Geneſis		gn	Obad.		bd
Exodus		xd	Jonah		ja
Leviticus		lv	Micah		mc
Numbers		num	Nahum		na
Deutron.		dtr	Habak.		hb
Joſhua		Jſ	Zephan.		ze
Judges		dg	Haggie		hg
Ruth		ruh	Zech.		za
Samuel		ſm	Malach.		ml
Chron.		cr			
Ezra		ez	Matth.		mah
Nehem.		nh	Mark		mrk
Heſter		es	Acts		ac
Job		jcb	Rom.		rom
Pſalms		ms	Corinth.		kor
Proverbs		pru	Gal.		gal
Eccleſiaſt.		ek	Epheſ.		ph
Cantic.		cnc	Phil.		fp
Iſaiah		iſ	Colloſ.		cls
Jerem.		im	Theſſa.		thl
Lament.		lmn	Tymo.		tim
Ezekiel		zk	Titus		tit
Daniel		dan	Philc.		fm
Hoſea		hſ	Heb.		hbr
Joel		jo	James		jam
Amos		am	Peter		pt
			Revel.		rv

CHAP. XIII.

Of writing three or four or more words together, as if they were one word.

SOmetimes three or four words, or more, may so follow one another, as if they were one continued word: As first, when two or three, or more words come together that do all end with any Vowel; then the Consonant that begins the second word, may be set in the place of the Vowel which endeth the first, and the third in the place of the second, &c. As in these,

Do you so too

Do so no more

So he may go

Or else when the words following begin with any Vowel: As in these.

As it is in all our actions
This is of all other Arts
Which is as old as any one

and such like.

CHAP. XV.

Of marks for usual short sentences.

CConcerning short Marks for whole Sentences, though many desire to have such, yet I account them but of little use; because by the rules prescribed in this Art, any thing may be written word for word, as fast as it shall be treatably spoken: And indeed many such Marks cannot well be used, because if the speaker vary but one word in the Sentence; either the mark is useless, or else the Speaker is wronged, by rendring the Sentence in other words than he spake it: Therefore I have only set down Marks to abbreviate a few parts of sentences, which usually are uttered in the very words as I have set them down. And these also are all of them made out of the very letters of this Art, as you may see in these.

The

The Church of God		cug
The People of God		pgo
The Kingdome of God		kng
The Kingdome of Christ		kng
The Kingdome of Heaven		kng
The Kingdome of Satan		kng
The Joyes of Heaven		iy
The Torments of Hell		rmh
The Power of God		prg
The Truth of God		tog
The Mercy of God		mrg
The Wisdome of God		wsg
The Glory of God		glg
The Honour of God		ong
The Justice of God		isg
The Love of God		lug
The Fear of God		fg
The Word of God		rdg
The Works of God		rkg
That is to say		tt
As if he should say		asf
As if it were		str
Jesus Christ		Je
The Lord Jesus Christ,		lie

Many hundreds of such might be added, but these are sufficient to direct the discreet learner, who may add more, or leave these, as he findeth them useful.

CHAP. XVI.

Of the use of Poynting in this Art.

THose that have attained to a competent skill in this Art, will easily apprehend that there is no necessity of poynting or observing stops, unless at the beginning of a new head, or matter. But for the help of new beginners, who may make the Scruple, I set down these directions.

1. At the end of a full Sentence, either leave a distance, about the space of a word, or else the ordinary prick or period may be used, which is thus (.) But least it should breed mistake, being used sometimes in the end of a word to signifie a Vowel, therefore set it at a distance a little lower than the line, thus (.)

2. The Interrogative Point may be used in the

the common forme, as it is in other Writing, thus ( ).

3 A Parenthesis likewise as it is usually expresst with two semy circles, thus ( ) For other poynts of lesse use, as *Comma*, & *Colon*: and the like, they may be wholly omitted.

Those that in the writing of Bibles, or Testaments, or any thing else, wherein they desire to gain roome by continuing the lines; they may at the end of each Verse use this Mark .˙. and so write on.

CHAP. XVII.

Concerning Numbers and Figures.

IT was thought by some an inconvenience in my former Book, that some of the Characters used for Figures, were put also for whole words; as the figure 3 for *grace*, 4 for *heart*, 5 for *because*, 6 for *us*: To prevent which, in this Art I make use of none, and therefore any number may be expressed by their proper Figures. Yet if it be a great number, you shall find that it will be easier to expresse it by Characters than by Figures.

As for Example, If the number be 5, or 10, or 20 thousand, it is sooner set down by the rules of this Art, than by Figures. As in these,

20000

200000

2000000

and the like.

CHAP. XVIII.

Of the Table.

I Have here in this new Art, left out many words that were in the Table of my former Book, they being easily written by the Letters: And yet I have set down as many as are fully sufficient, and those, the most frequent words used in ordinary sentences. And it will be a great ease in learning these, that (as in the former rules, so) every one here are made up of the first Letters, and therefore soon learned; and that the Learner may be

be able to give a reason of every word in this Art, I have in the Table (as in the rest) after the Characters, set down the Letters out of which each Character is made up. The Table is not only composed Alphabetically, in that the words beginning with A are first, B next, and so of the rest, but the words under each letters are set Alphabetically; that is, those whose second Letters are neareſt the beginning of the Alphabet, are set down first, and so the rest follow in order; The number of the words of the Table being fewer than before; I thought not fit to put them into a kind of sense, as in my former way, being easily retained in memory without it.

Account		ac
Acknowledg		ak
Action		cn
Admonish		ah
Affect		af
After		ft
Againſt		ag
And		n
Angel		ngg
Anger		ngr
Appear		gp
Apoſtle		ap
Argument		arg
As		z

B

Baptize		bp
Becauſe		bc
Begin		bg
Behold		bo
Beleeve		be
Benefits		bf
Between		tw
Bleſſe		bl
But		b

Call

C

Call		kl
Can		k
Care		kr
Cause		cſ
Chapter		ch
Charity		cy
Child		ch
Christ		cr
Church		cu
Comfort		cm
Confeſſe		fs
Congregation		kngt
Conſcience		cō
Conſider		knſ
Converſation		ſcn
Corrupt		krp
Covenant		cnt
Creſſe		kſ
Cuſtome		c

D

Dark		dk
Delight		dl
Deliver		ddl
Deſtroy		dſt
Devil		de
Diligent		dlg

Doe		d
Doctrine		dk
Dwell		dw

E

Earth		eh
Edifie		ed
Effect		ef
Egypt		eg
Elect		er
End		nd
Enemie		en
Epiſtle		ep
Even		ev
Evill		e
Example		ex

F

Faith		fi
Faſt		f
Feare		f
Feaſt		fe
Fleſh		fl
For		f
Forbeare		fb
Forgive		fr
Foundation		fnd
From		fm

Fulfill		ff
G		
Generation		gar
General		grl
Give		g.
Glory		gl
God		g
Good		oo
Gospel		gp
Grace		gr
Great		gt
H		
Hath		ht
He		h
Heart		ht
Heaven		ve
Help		lp
Heretick		yk
Him		hm
Hypocrite		yp
His		h'
Holy		hl
Holy-Ghost		hg
Humble		hm
Hurt		rt

J

Jesus — je
Ignorant — ig
Increase — is
Iniquity — i
Instrument — ms
Instruct — sfr
Inward — iw
Joy — iy
Is — i
Judge — dg

K

Keep — kp
King — k
Kingdome — kng
Know — kn

L

Law — lw
Life — lf
Like — li
Long — lg
Lord — l

M

Made — md
Magistrate — mag

Man		m
Meditate		md
Mercy		mi
Mind		mn
Miniſter		mnſ
More		mr
Mortal		mo
Moſt		ſt
Multitude		mul
Muſt		mſ

N

Name		nm
Neglect		ngl
Neceſſity		nſt
Nevertheleſſe		ne
Nop		n
Nothing		no
notwithſtanding		nw
Now		nu
Number		num

O

O		
Of		o
Obſerve		obſ
Omnipotent		omt
Or		r

Order

Order		rdr
Our		o.
Outward		wa
Over		o.

P

Patient		pc
Paſſe		p
People		po
Particular		prt
Place		pl
Pray		pr
Principal		p⊣
Protect		pro
Provide		pru
Prove		ot
Publick		pb
Purpoſe		pſ

Q

Qualifie		qz
Quantity		qu
Quarter		qr
Queſtion		qu

R

Ready		ri
Regard		rr
Rejoyce		re

Religion		rl
Remember		rm
Repent		rp
Reprobate		ro
Reprove		rf
Reward		rw
Righteous		rg
S		
Sacrifice		fi
Salvation		fal
Sanctifie		fnc
Scorne		fo
Scripture		sk
Secret		fc
Selfe		nf
Self-love		sf
Several		frl
Shall		ſh
Signifie		fy
Sin		ſ
Small		ſm
Soule		ſl
Stand		ſn
Strong		ſtr

T

Taſt		t
That		t
The		t
Them		tm
Themſelves		temſl
Then		tn
Theſe		nh
Think		nk
This		y
Thoſe		ſ
To		to
Torment		trm
Trouble		tbl
Truth		th
Turne		rn

V

Verſe		vd
Underſtand		und
Unto		un
Voyce		vo
Up		u

W

VValke		lk
VVas		w
VVhat		wt

When		wn
Where		wr
Which		wh
Whom		om
Wicked		wk
With		wh
Wife		wi
Word		rd
Work		rk
World		wd
Worſhip		wo
Would		wl
Y		
Ye		y
Yet		yt
Your		yr
Z		
Zeale		z

CHAP. XIX.

Some Observations concerning the words in the Table.

WHen you have occasion to compound any of the simple words in the Table, you may make the Character of the simple word, and add the rest out of the Letters or Terminations: As for Example, The first word in the Table, which is *Acknowledge*, which is thus ( ) if you be to write *Acknowledging*, joyne the Mark for *ing* to it, thus () If it be *acknowledgeth*, make the mark for *Acknowledg*, as before, and then set Th disjoyned in the place of E, thus, ( ) The second word in the Table is *Afflict*, if you be to write *Affliction*, make the mark for *Afflict*, which is thus ( ) then joyne *sion* to it thus ( ) If it be *Afflicted*, set *d* in the place of E disjoyned, thus ( ) and so of the rest.

For the plural Number, although S come conveniently after most Letters, yet because it may sometimes be harder to joyne, you may make a Prick or Period behind the whole word,

word, as thus,

Causes		Ends	
Churches		Effects	
Benefits		Epistles	
		and such like.	

CHAP. XX.

General Rules for abbreviation, by leaving out Letters, Syllables, or Words.

IN this Art we write only so many Letters in a word, as may serve to sound that word, and leave out the rest as superfluous.

As for example, these Letters may be left out in these words following.

A in seat, near, leaven.
B in womb, comb.
C in schism, acquit.
D in lodge, trudg.
E in empty, ensue.
G in streight, weight.
H in Christian, inhabit.
I in juice, neither.
K in lack, suck.
L in Balme, Calfe.

N in solemne, condemne.
O in trouble, people.
P in tempted, empty.
S in baptism, isse.
T in reflect, object.
U in rogue, build.
W in wrong, wrath, flow.
Y in pray, day, lay.

Secondly, in some words two letters, or more, may be left out, and yet the word sounded. Ch may be left out in Schisme; Ch in night, taught; ugh in though, sought; Ou in harbour, labour.

Thirdly, in some words a whole Syllable may be left out: As for Vehement, write Vement; for *Abraham*, *Abram*; for Victual, Vittel, *&c.*

Fourthly, Sometimes Letters may be changed for others that sound like them, and are shorter: As F is sounded in the beginning of a word, like ph, and may be written in stead of them: As for example, for *Pharaoh*, write *Faraoh*; for Phantasie, Fantasie; for *Phillip*, *Fillip*, *&c.* Likewise in the end of a word F is somtimes sounded like ugh, and may be written for them: As in these, for Rough, write Ruf; for Tough, write Tof, *&c.* K hath

the

the ſound of ch, and may be written for them: As for Hierarchy write Hierarky; for Choler, Koler, *&c.* X hath the ſound of divers of the double Conſonants, and may be written in their ſtead: As for example it is ſounded like cc in acceſſe, accident; like Cts in Facts, Effects, like Cks in Mocks, Blocks, for which you may write, Axeſſe, Axident, Fax, Effex, Mox, Blox, *&c.* And commonly when S cometh immediately after X, they together have the ſound of X, and that may be written for them.

Fifthly, E may be left out in many words. In the beginning of words, when the ſound of it is drowned in the following Letter, as alwayes before X: As in Extream, Excel, Exceed, for which write Xtream, Xcel, Xceed. Alſo when it cometh before M, N, or S, in the beginning of a word, it may for the moſt part be left out.

Sometimes E may be ſpared in the middle of a word: As for Alter, Flatter, write Altr, Flattr.

In the end of a word it may alwayes be left out, if it ſerve only to make the Syllable long, as in theſe, Feare, Shame, Theſe, Due, and ſuch like.

Sixthly,

Sixthly, when a Consonant is doubled, one may be left out; as for bb ff ll write, b f l, as for ſtabb, write ſtab; for affect, afect; for Colledg, Coledg, &c.

Seventhly, In the end of ſome words, two or three Syllables may be left out, and yet no hinderance in the reading of them: As for Incomparable, write Incompar. Unutterable, write Unutter. for Tranſubſtantiate, Tranſubſtan. &c. But be ſure that which you leave out be in the end of the word, not in the beginning, or middle.

Laſtly, In ſome Sentences, whole words may be omitted, which yet in reading muſt be implyed. As in theſe,

In the beginning God created the Heavens and the earth; for which you may write, *In beginning God created Heavens and Earth.* And for this, *God ſo loved the World, that he ſent his Son*, write, *God ſo loved World, that ſent Son, &c.* Thoſe that will make uſe of this direction muſt take heed they leave out no principal word in a ſentence, but ſuch as the ſence will bring in, which muſt be diſcerned by the diſcretion of thoſe that uſe it, and then it will prove a great help, eſpecially when you write after one that ſpeaketh too faſt for you.

Thus

Thus by the blessing of God, I have finished this *New Art of Short Writing*, wherein I have made every thing as plain and easie as is possible to do in Black and White.

FINIS.

The Lords prayer

The Articles of the Creede

The ten Commandements